

ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Request from Downtown St. Charles Partnership to close 1st Street and host Lighting of the Lights in the 1st Street Plaza

Presenter: Deputy Chief Kintz

Please check appropriate box:

X	Government Operations (10/17/11)		Government Services
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	Total Cost approximately \$17,000.00 of which \$5,900.00 is City cost	Budgeted:	YES		NO	X
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If NO, please explain how item will be funded:

This will require the Public Works Department to either absorb this cost into operations or for City Council to authorize a budget amendment.

Executive Summary:

The Downtown St. Charles Partnership is requesting to move the Lighting of the Lights event from Lincoln Park to the 1st Street Plaza on Friday November 25, 2011 at 5:00 pm. The request includes:

- Closure of 1st Street from Main to the entrance of the parking deck from 4:30 to 6:30 pm
- Use of amplification/loudspeaker system
- Financial participation from the City in the amount of \$5,900.00

The City viewing stand would be used as the main stage for the event and would be placed on 1st Street facing west into the plaza. The plaza would have trees added on stands with holiday lights. The trees and lighting would be contracted to Kramer Tree Specialists, who have provided a proposal with a total amount of \$8,397.00, which the DSCP will fund \$2,500.00

The necessary barricades for the closure should not add additional costs due to the parade closure on Saturday, having the barricades already available.

The event sponsor has met the Special Events request requirements. Committee will need to consider the requested closure and use of public space and City funding participation.

Attachments: (please list)

Diagram of proposed event, DSCP Budget for the event, and Kramer proposal.

Recommendation / Suggested Action (briefly explain):

Recommend that the committee consider the request from DSCP to close 1st Street and host Lighting of the Lights in the 1st Street Plaza and direct staff accordingly.

For office use only:

Agenda Item Number: 4a

PROPOSED 1ST ST. PLAZA LIGHTING PLAN

21 SEPT 2011

REVISED 05 OCT 2011

REVIEWING STAND
& SOUND TOWERS
(SOUND BY DSCP)

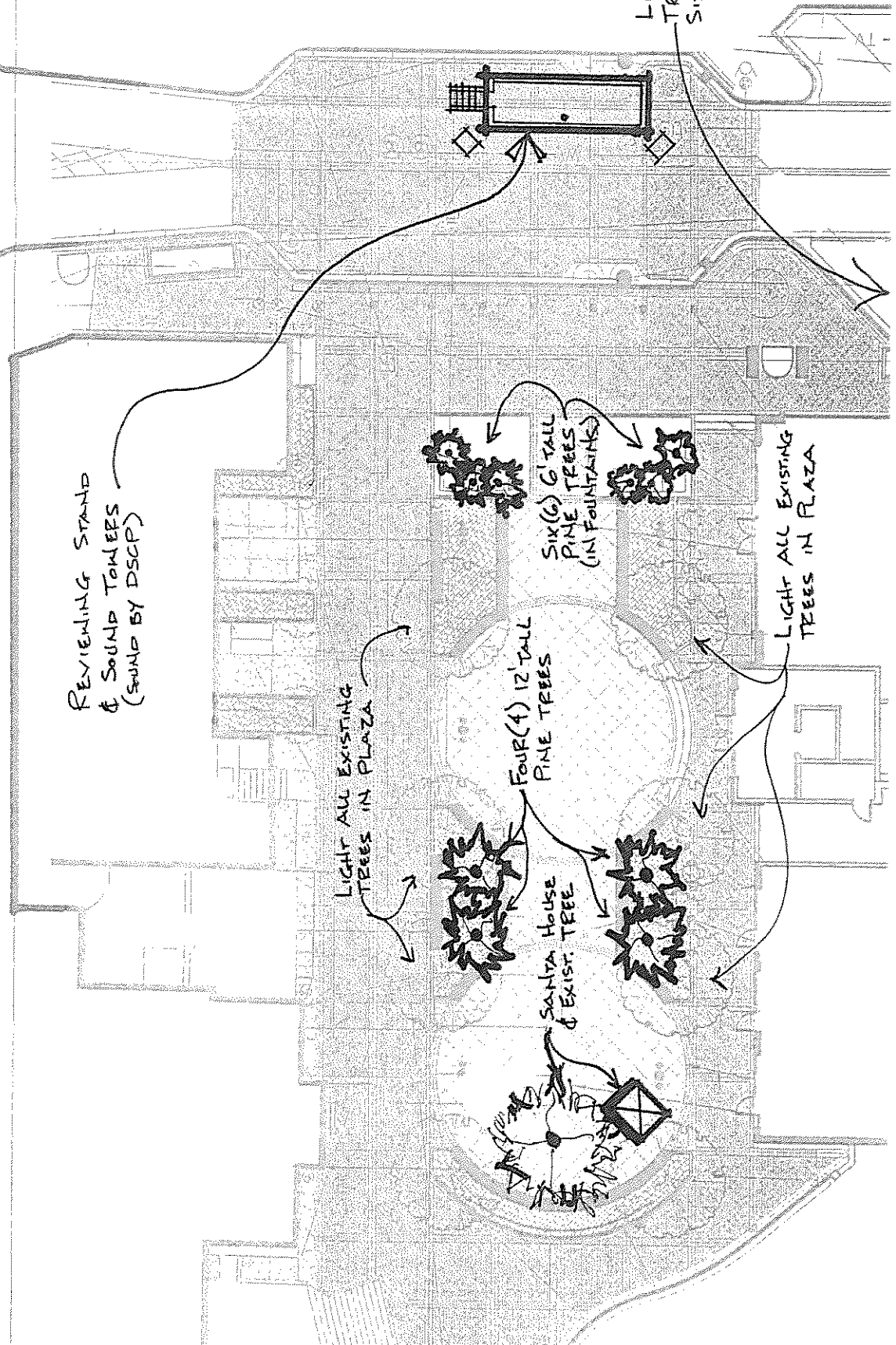
LIGHT ALL EXISTING
TREES IN PLAZA

FOUR (4) 12' TALL
PINE TREES

SIX (6) 6' TALL
PINE TREES
(IN FOUNTAINS)

LIGHT ALL EXISTING
TREES IN PLAZA

LIGHT ALL EXISTING
TREES ALONG WEST
SIDE OF 1ST STREET



**Electric Christmas Parade
2011**

EXPENSES	2011 Budget	2011 Actual	Notes
Holiday Movie and Concert -			
Arcada	Tradeout		
Professional Floats	\$ 775.00		
Ed Shirley Floats	\$ 2,800.00		
			Expense incurred only if sponsored
Balloon Floats			
Horse Drawn Sleigh	\$ 1,045.00		
School Bands - Donation	\$ 500.00		
			Expense incurred only if sponsored
Professional Band			
Advertising	\$ 4,900.00		
Banners	\$ 500.00		
Photography	\$ 250.00		
Two-Way Radios	\$ 500.00		
Printing	\$ 1,500.00		
Postage	\$ 350.00		
Miscellaneous	\$ 350.00		
Volunteer Gift Bags	\$ 250.00		
Float Awards	\$ 200.00		
Sponsor Benefit Fulfillment	\$ 1,000.00		
City of St. Charles	\$ 6,800.00		
TOTAL	\$ 21,720.00		

Lighting of the Lights

Expense	2011 Budget	2011 Actual	Notes
City of St. Charles	\$ 8,397.00		
Speakers/Audio	\$ 2,700.00		
Decorations	\$ 400.00		
			This is the total cost for Holiday Homecoming
*Advertising/Marketing/PR	\$ 4,900.00		
Signs/Banners	\$ 400.00		
TOTAL	\$ 16,797.00		



Kramer Tree Specialists, Inc.

300 Charles Court

West Chicago, IL 60185

Office: (630) 293-5444 www.kramertree.com Fax: (630) 293-7667



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Proposal

October 4, 2011

Proposal #: 314712

32251

Proposal For:

Peter Suhr
City Of St. Charles Electric Dept.
200 Deveraux Way
St. Charles, IL 60174

Home:

Office: 377-4474

Mobile:

Fax:

psuhr@stcharlesil.gov

Proposal Date: 09/02/2011

Proposal Status: Issued

KTS Certified Arborist:

Jeff Kramer

jwkramer@kramertree.com

Cell Phone: 630-440-3905

Job Site: 1st Plaza

1 000 1st Street
St. Charles, IL 60174

Phone1:

Phone2:

Fax:

Please call our office to schedule the line items you wish to authorize.

Item #	Plant Species	Qty	Service Recommended	Condition	DBH	Item Charge
<input type="checkbox"/> 1	Tree		Holiday Lights			\$2,287.00

Notes: 1st Street Plaza (16) trees along the west side of the road from Rt 64 to Illinois St.

City of St. Charles to provide equipment.

Service: Install all listed products. All lights and products will be installed, maintained, and removed.

Item #	Plant Species	Qty	Service Recommended	Condition	DBH	Item Charge
<input type="checkbox"/> 2	Tree		Holiday Lights		10	\$850.00

Notes: Erect (20) Evergreen trees at 1st Street Plaza.

(6)- 6' Evergreens
(4) 12' Evergreens

Stands and Evergreen trees to be provided by the City of St. Charles.

Service: Install listed products. All products will be installed, maintained, removed.

Item #	Plant Species	Qty	Service Recommended	Condition	DBH	Item Charge
<input type="checkbox"/> 3	Tree		Holiday Lights		10	\$1,100.00

Notes: Install mini lights on all (10) Evergreen trees.

All lights and gear to be provided by the city of St. Charles.

Service: Install listed products. All lights and products will be installed, maintained, removed.

